



## 2016-2017 STAR OF THE NORTH FELLOWSHIP

MATERIALS MANAGEMENT DIVISION, DEPARTMENT OF ADMINISTRATION

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The [Department of Administration](#)'s Materials Management Division (MMD) is seeking a full-time Star of the North Fellow.

### OVERVIEW:

MMD will engage the fellow in a number of activities, primarily those focused on policy analysis and development and business process improvement in the area of public procurement.

The fellow would conduct research and analysis to create or refresh division policies and procedures as well as incorporate updates to enhance the division's training materials.

The fellow would work closely with division management and professional acquisition specialists to learn about best practices in strategic sourcing and ensure those principles are embedded within the division's policies, procedures and training resources.

The fellow will also assist with the implementation of new processes and procedures related to the division's goal of promoting equity, diversity and inclusion in state procurement.

### ADDITIONAL INFORMATION:

MMD is the state's central procurement office responsible for the acquisition of more than \$2.2 billion annually in goods and services that support the operations of state government. MMD is responsible to ensure that state contracting is conducted in a manner that promotes fair and open competition, adheres to the highest ethical standards, and is transparent and cost-effective.

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The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact the job information line at 651.259.3637. Please indicate what assistance is needed.